

## § 102-34.70

### **§ 102-34.70 What do we do with completed calculations of our fleet vehicle acquisitions?**

You must maintain the average fuel economy data for each year's vehicle acquisitions on file at your agency headquarters in accordance with the National Archives and Records Administration, General Records Schedule 10, Motor Vehicle and Aircraft Maintenance and Operations Records, Item 4, Motor Vehicle Report Files. Exemption requests and their disposition must also be maintained with the average fuel economy files.

### **§ 102-34.75 Who is responsible for monitoring our compliance with fuel economy standards for motor vehicles we obtain?**

Executive agencies are responsible for monitoring their own compliance with fuel economy standards for motor vehicles they obtain.

### **§ 102-34.80 Where may we obtain help with our motor vehicle acquisition plans?**

For help with your motor vehicle acquisition plans, contact the: General Services Administration, ATTN: MT, Washington, DC 20405. E-mail: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov).

## **Subpart C—Identifying and Registering Motor Vehicles**

### **MOTOR VEHICLE IDENTIFICATION**

### **§ 102-34.85 What motor vehicles require motor vehicle identification?**

All Government motor vehicles must display motor vehicle identification unless exempted under § 102-34.160, § 102-34.175 or § 102-34.180.

### **§ 102-34.90 What motor vehicle identification must we display on Government motor vehicles?**

Unless exempted under § 102-34.160, § 102-34.175 or § 102-34.180, Government motor vehicles must display the following identification:

- (a) "For Official Use Only";
- (b) "U.S. Government"; and
- (c) Identification that readily identifies the agency owning the vehicle.

## 41 CFR Ch. 102 (7-1-10 Edition)

### **§ 102-34.95 What motor vehicle identification must the Department of Defense (DOD) display on motor vehicles it owns or leases commercially?**

Unless exempted under § 102-34.160, § 102-34.175 or § 102-34.180, the following must appear on motor vehicles that the DOD owns or leases commercially:

- (a) "For Official Use Only"; and
- (b) An appropriate title for the DOD component responsible for the vehicle.

### **§ 102-34.100 Where is motor vehicle identification displayed?**

Motor vehicle identification is displayed as follows:

- (a) *For most Government motor vehicles*, preferably on the official U.S. Government license plate. Some Government motor vehicles may display motor vehicle identification on a decal in the rear window, or centered on both front doors if the vehicle is without a rear window, or where identification on the rear window would not be easily seen.

- (b) *For trailers*, on both sides of the front quarter of the trailer in a conspicuous location.

NOTE TO § 102-34.100: Each agency or activity that uses decals to identify Government motor vehicles is responsible for acquiring its own decals and for replacing them when necessary due to damage or wear.

### **§ 102-34.105 Before we sell a motor vehicle, what motor vehicle identification must we remove?**

You must remove all motor vehicle identification before you transfer the title or deliver the motor vehicle.

### **LICENSE PLATES**

### **§ 102-34.110 Must Government motor vehicles use Government license plates?**

Yes, you must use Government license plates on Government motor vehicles, with the exception of motor vehicles exempted under § 102-34.160, § 102-34.175 or § 102-34.180.

### **§ 102-34.115 Can official U.S. Government license plates be used on motor vehicles not owned or leased by the Government?**

No, official U.S. Government license plates may only be used on Government motor vehicles.

## Federal Management Regulation

## § 102-34.145

### § 102-34.120 Do we need to register Government motor vehicles?

If the Government motor vehicle displays U.S. Government license plates and motor vehicle identification, you do not need to register it in the jurisdiction where the vehicle is operated, however, you must register it in the Federal Government Motor Vehicle Registration System. GSA Fleet may register motor vehicles leased from GSA Fleet. Motor vehicles that have been exempted from the requirement to display official U.S. Government license plates under section § 102-34.160, § 102-34.175 or § 102-34.180 must be registered and inspected in accordance with the laws of the jurisdiction where the motor vehicle is regularly operated.

### § 102-34.125 Where may we obtain U.S. Government license plates?

You may obtain U.S. Government license plates for domestic fleets—

(a) By contacting: U.S. Department of Justice, UNICOR, Federal Prison Industries, Inc., 400 First Street, NW., Room 6010, Washington, DC 20534.

(b) For assistance with any issues involving license plates, contact the following office: General Services Administration, ATTN: MT, Washington, DC 20405. E-mail: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov).

NOTE TO § 102-34.125: GSA has established a Memorandum of Understanding (MOU) on behalf of all Federal agencies with Federal Prison Industries (UNICOR) for the procurement of official U.S. Government license plates. Each agency must execute an addendum to this MOU providing plate design and specific ordering and payment information before ordering license plates. Agency field activities should contact their national level Agency Fleet Manager for assistance.

### § 102-34.130 How do we display U.S. Government license plates on Government motor vehicles?

(a) Display official U.S. Government license plates on the front and rear of all Government motor vehicles. The exception is two-wheeled motor vehicles and trailers, which require rear license plates only.

(b) You must display U.S. Government license plates on the Government motor vehicle to which the license plates were assigned.

(c) Display the U.S. Government license plates until the Government motor vehicle is removed from Government service or is transferred outside the agency, or until the plates are damaged and require replacement. U.S. Government license plates shall only be used for one Government motor vehicle and shall not be reissued to another Government motor vehicle.

(d) For motor vehicles owned or commercially leased by DOD, also follow DOD regulations.

### § 102-34.135 What do we do about a lost or stolen license plate?

You must report the loss or theft of license plates as follows:

(a) *U.S. Government license plates.* Report to your local security office (or equivalent), local police, to GSA Fleet when a GSA Fleet leased motor vehicle is involved, and to the Federal Government Motor Vehicle Registration System.

(b) *District of Columbia or State license plates.* Report to your local security office (or equivalent) and either the District of Columbia Department of Transportation, or the State Department of Motor Vehicles, as appropriate.

### § 102-34.140 What records do we need to keep on U.S. Government license plates?

You must keep a central record of all U.S. Government license plates for Government motor vehicles. The GSA Fleet must also keep such a record for GSA Fleet vehicles. The record must:

(a) Identify the motor vehicle to which each set of plates is assigned; and

(b) List lost, stolen, destroyed, and voided license plate numbers.

### § 102-34.145 How are U.S. Government license plates coded?

U.S. Government license plate numbers will be preceded by a letter code that designates the owning agency for the motor vehicle. The agency letter codes are listed in GSA Bulletin FMR Bulletin B-11. (FMR bulletins are located at <http://www.gsa.gov/bulletin>.)

## § 102-34.150

### **§ 102-34.150 How can we get a new license plate code designation?**

To obtain a new license plate code designation, write to the: General Services Administration, ATTN: MT, Washington, DC 20405. E-mail: *vehicle.policy@gsa.gov*.

#### IDENTIFICATION EXEMPTIONS

### **§ 102-34.155 What are the types of motor vehicle identification exemptions?**

The types of motor vehicle identification exemptions are:

- (a) Limited exemption.
- (b) Unlimited exemption.
- (c) Special exemption.

### **§ 102-34.160 May we have a limited exemption from displaying U.S. Government license plates and other motor vehicle identification?**

Yes. The head of your agency or designee may authorize a limited exemption to the display of U.S. Government license plates and motor vehicle identification upon written certification (see § 102-34.165). For motor vehicles leased from the GSA Fleet, send an information copy of this certification to the: General Services Administration, ATTN: GSA Fleet (QMDB), 2200 Crystal Drive, Arlington, VA 22202.

### **§ 102-34.165 What information must the limited exemption certification contain?**

The certification must state that identifying the motor vehicle would endanger the security of the vehicle occupants or otherwise compromise the agency mission.

### **§ 102-34.170 For how long is a limited exemption valid?**

An exemption granted in accordance with § 102-34.160 may last from one day up to 3 years. If the requirement for exemption still exists beyond 3 years, your agency must re-certify the continued exemption. For a motor vehicle leased from the GSA Fleet, send a copy of the re-certification to the: General Services Administration, ATTN: GSA Fleet (QMDB), 2200 Crystal Drive, Arlington, VA 22202.

## 41 CFR Ch. 102 (7-1-10 Edition)

### **§ 102-34.175 What motor vehicles have an unlimited exemption from displaying U.S. Government license plates and motor vehicle identification?**

Motor vehicles used primarily for investigative, law enforcement, intelligence, or security duties have an unlimited exemption from displaying U.S. Government license plates and motor vehicle identification when identifying these motor vehicles would interfere with those duties.

### **§ 102-34.180 What agencies have a special exemption from displaying U.S. Government license plates and motor vehicle identification on some of their vehicles?**

Motor vehicles assigned for the use of the President and the heads of executive departments specified in 5 U.S.C. 101 are exempt from the requirement to display motor vehicle identification.

### **§ 102-34.185 What license plates do we use on motor vehicles that are exempt from motor vehicle identification requirements?**

For motor vehicles that are exempt from motor vehicle identification requirements, display the regular license plates of the State, Commonwealth, territory or possession of the United States, or the District of Columbia, where the motor vehicle is principally operated (see § 102-34.120).

### **§ 102-34.190 What special requirements apply to exempted motor vehicles using District of Columbia or State license plates?**

Your agency head must designate an official to authorize the District of Columbia (DC) or State motor vehicle department to issue DC license plates or State license plates for motor vehicles exempt from displaying U.S. Government license plates and motor vehicle identification. The agency head must provide the name and signature of that official to the DC Department of Transportation annually, or to the equivalent State vehicle motor vehicle department, as required. Agencies must pay DC and the States for these license plates in accordance with DC or State policy. Also, for motor vehicles leased from the GSA Fleet, send a list of the